



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 11-09-2004**

Robbins Library Board of Trustees  
November 9, 2004

### Call to Order

The meeting was called to order at 7:25PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Susan Ruderman was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the October 12<sup>th</sup> meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

### FY06 Budget Request

Ms. Loud distributed a written budget statement and spreadsheets for the Personnel and Expense budgets.

### Meeting with Brian Sullivan, Town Manager

Mr. Sullivan apprised the Board of the town's budget situation. Expenses such as employee salaries and health insurance costs and utilities are rising at a much higher rate than the property tax revenues, which are capped. As a result, there is a projected deficit of \$3 million town wide for FY06. The trustees asked Mr. Sullivan detailed questions and expressed their goal of meeting requirements for State Aid certification and funding. The chair, Mr. Murphy, asked the Manager what avenues could be pursued to advocate for adequate funding of the library budget. He said that in addition to conducting fundraising activities, the Board expects to be proactive with the Selectmen and the Finance Committee during the budget process. During Mr. Sullivan's visit, the Board presented Ms. Loud with a gift in honor of her 20<sup>th</sup> anniversary as director of the Robbins Library. The silver Robbins Library commemorative spoon and a restaurant gift certificate were accompanied by many laudatory comments on Ms. Loud's tenure as Library Director.

### Community Read

The Massachusetts Board of Library Commissioners awarded a grant of \$7,000 for a community read program to take place next September. Ms. Loud said that the book chosen must: be available on audiotope or CD, appeal to a wide audience and have possibilities for related programming. She encouraged the trustees to become involved with this project. Members will be needed for the book selection committee and a graphic artist will be hired to produce public relations materials.

### Massachusetts Book Award

Arlington resident Christopher Castellani won the Massachusetts Book Award for his fiction work "A Kiss From

Maddalena” and Robbins Library Reference Librarian Ellen Wendruff wrote the study guide for the book. The Board agreed with Ms. Loud’s suggestion to ask Mr. Castellani to be the speaker at the Trustees’ spring author program.

#### Donor Solicitation

Ms. Loud reminded the Board that it is time for re-consideration of the DVD rental collection, as it has been in existence for one year. If the collection is allowed to continue on a fee basis, the Friends of the Library will be able to give additional money to the library to purchase materials and assist in meeting State Aid requirements. Ms. Fennelly made a motion; seconded by Ms. Deal, to continue this collection indefinitely. Passed unanimously. The trustees again discussed adding names to the general donor solicitation this year. Each trustee will provide additional names for the donor database.

#### Staff Recognition

Ms. Deal made a recommendation to award gifts to library staff this year for ten, twenty and thirty years of service and then to institute an ongoing staff recognition program. A suggestion was made to ask the Friends of the Library to provide 50% of the funding for the project this year. Ms. Fennelly made a motion; seconded by Ms. Radochia, to adopt an employee award program. Passed unanimously.

#### Community Room Use

Ms. Loud presented requests from groups seeking exemptions from meeting room policy requirements. A supervised group of 6<sup>th</sup> grade girls would like to use the Community Room weekly from December-June for a service project. The school department would like to televise a Spanish language instructional cable program each week for those with no access to cable television. The Arlington Helping Professions Alliance hopes to use the room for a health fair. No products would be sold. Arlington Community Education is planning a fundraising event with a speaker to be held in the Community Room. They are interested in charging each participant a \$10 fee. After some discussion, it was the consensus of the Board to allow the first three uses of the meeting room, but to deny the last one.

#### Annual Report

Ms. Loud distributed a proposed outline for the annual report. The Board approved the format.

#### Reserves

Trustees revisited the issue of whether to continue collecting fees for reserves/network transfers. They agreed that in view of the town’s difficult financial position, it would be irresponsible to reduce a source of revenue.

#### Director’s Report

The director distributed a preliminary written report. A final report will be submitted once the Adult Services Department report is received.

#### Approval of Policies

Ms. Fennelly wrote a proposed revision of the policy on gifts, using information compiled from policies of other libraries. The Internet usage policy needs to be re-examined. A full discussion on policies was tabled until the next meeting.

#### Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, December 14<sup>th</sup> at 7:15 PM. Ms. Loud invited the trustees to attend the staff holiday luncheon on Monday, December 13<sup>th</sup>.

Respectfully submitted,

Cynthia Diminture